

ANNUAL NOTICE OF REQUIRED DISCLOSURES OF CONSUMER INFORMATION¹

WHAT TO DISCLOSE & PRIMARY CONTACT	BRIEF DESCRIPTION OF INFORMATION TO BE DISCLOSED	WHERE TO FIND DISCLOSURE INFORMATION
<p>Accreditation and Licensure</p> <p>Contact: Kathryn.yerkes@scranton.edu</p>	<p>Entities that accredit, approve, or license the institution, and information for reviewing this documentation.</p>	<p>Consumer Information web site University Catalogs Middle States Accreditation web site Middle States Accreditation and State Authorizations Listing of Disciplinary Accreditations Academic program web pages (various)</p>
<p>General Institutional Information (<i>additional specific Institutional Information elements detailed below</i>).</p> <p>Contact: Kathryn.yerkes@scranton.edu</p>	<ul style="list-style-type: none"> • Annual Notice of Availability of Consumer Information • Titles and availability of employees responsible for dissemination of institutional information and how to contact them • Grievance Procedures 	<p>Consumer Information web site Complaints: Accreditor and State Complaint Information for Online Students Annual Notice: Availability of Consumer Information</p>
<p>Student Financial Information</p> <p>Contact: finaid@scranton.edu bursar@scranton.edu</p>	<ul style="list-style-type: none"> • Price of attendance, student costs, tuition and other fees • Net Price Calculator • Policies regarding disbursement of books and supplies for Title IV eligible students • All need-based and non-need based Federal, state, local, private and institutional financial assistance programs available to enrollees, including private educational loans • Terms and conditions of Title IV loans • Eligibility requirements and procedures for applying for aid, and, criteria for selecting recipients and determining award amount • Methods and frequency of disbursements of aid • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity of repaying loans • Titles and availability of employees responsible for dissemination of institutional and financial assistance information and how to contact them 	<p>Consumer Information web site Office of Financial Aid Office of the Bursar Tuition and Fees Price of Attendance Net Price Calculator Textbook Costs Loans and Financing Options Lending Code of Conduct Preferred Lending Arrangements Comprehensive Guide to Financial Aid Programs Cohort Default Rates Also: <i>Pennsylvania Act 121 Disclosure</i></p>

¹ As required by the Higher Education Opportunity Act (2008). Information on the Consumer Information page updated annually and as available. Annual notices to students distributed according to required dates and/or most recent updates available.

For paper copies of these documents, or for more information, contact the Office of Planning & Institutional Effectiveness at 570-941-6567, or email Kathryn.yerkes@scranton.edu .

	<ul style="list-style-type: none"> • Student eligibility and standards for Satisfactory Academic Progress • Statement that enrollment in program of study abroad approved for credit by home school may be considered enrollment in home school for purposes of applying for federal student aid • Terms applicable to employment provided as part of financial aid package • Entrance and Exit counseling information • Private educational loan information and preferred lender arrangements and lists 	
<p>Withdrawal & Refund Policies</p> <p>Contact: registrar@scranton.edu finaid@scranton.edu bursar@scranton.edu</p>	<ul style="list-style-type: none"> • Institutional policy, requirements, and other information about officially withdrawing from school • Requirements for return of Title IV grant or loan aid • Refund policy 	Consumer Information web site Refund Information Leave of Absence and Withdrawal Policy (University Undergraduate Catalog)
<p>Family Educational Rights and Privacy Act (FERPA)</p> <p>Contact: registrar@scranton.edu</p>	<ul style="list-style-type: none"> • Student rights and procedures for directory information not to be disclosed • Student rights to and procedures for reviewing educational records • Student rights to and procedures for amending educational records believed to be inaccurate or misleading • Right of institution disclose personally identifiable information in student educational record without prior consent • Student rights to file a complaint with DOE for institution's failure to comply with FERPA 	Consumer Information web site Annual Notice: FERPA Rights University Catalogs
Retention Rates	The retention rate of first-time, full time degree seeking students	Consumer Information web site College Navigator
Graduation and Completion Rates	Graduation rates for all full-time students; students by gender, race/ethnicity, Pell grant recipients, Stafford Loan recipients who did not receive a Pell grant, and students who did not receive either type of aid; and students who receive athletically related aid; and, for applicable institutions, transfer-out rates	Consumer Information web site College Navigator
Student Diversity Data	<ul style="list-style-type: none"> • Percentage of enrolled, full time students in the following categories: male, female, racial/ethnic groups, federal Pell Grant recipients 	Consumer Information web site

Academic Programs	<ul style="list-style-type: none"> Information regarding the institution's current degree programs and educational training opportunities, Instructional, lab, and other facilities that relate to the academic program Faculty and Instructional Personnel Any plans for improving academic programs 	Consumer Information web site University Catalogs College Navigator Academic program and student support services web pages
Professional Licensure and Certification	<ul style="list-style-type: none"> If an educational program is designed to meet educational requirements for a specific professional licensure or certification required for employment, or is advertised as meeting such requirements, information about whether completion of that program would be sufficient to meet requirements in a state for that occupation, including a list of all states for which the institution has determined the educational program meets, does not meet, or has not been determined to meet, those requirements 	Consumer Information web site Listing of Professional Licensure Programs and State Determinations Direct notices to prospective and/or enrolled students in relevant programs, based on determination status
Textbook Information	On the institution's internet course schedule, the ISBN and retail price information of required and recommended text books and supplemental materials.	University Bookstore: Course Schedule/Search
Transfer of Credit and Articulation Agreements	<ul style="list-style-type: none"> Any established criteria used to regarding transfer of credit earned at another institution A list of schools with which the institution has established an articulation agreement 	Consumer Information web site University Catalogs Academic Policy Handbook Admissions and program web pages
Written Arrangements	<ul style="list-style-type: none"> Disclosure to students where a program is designed to be offered by another entity, including the portion of the program offered by that entity, method of delivery, and estimated costs 	Not applicable at this time.
Student Disability Services	<ul style="list-style-type: none"> Descriptions of services and facilities for students with disabilities 	Consumer Information web site CTLE Contact: ctle@scranton.edu
Drug and Alcohol Abuse Policies and Prevention Resources	<ul style="list-style-type: none"> Drug Free Workplace Policy Drug and Alcohol Prevention Programming and Resources for Students and Employees Notice to students of penalties associated with drug-related offences Notice to student who has lost eligibility for grant, loan, or work 	Consumer Information web site Drug and Alcohol Prevention Resources for Students Drug and Alcohol Prevention Resources for Faculty and Staff Drug Free Workplace Policy Annual Notice to students and employees

	study as result of drug-related offence penalties	
Student Vaccination Policy	Policies regarding vaccinations	Consumer Information web site Student Vaccination Policy
Information Technology and Copyright Infringement	Institutional policies and penalties on copyright infringement, including unauthorized peer-to-peer filesharing.	Consumer Information web site Annual Notice: P2P Filesharing and Copyright Compliance Acceptable Use of Computing Resources and Copyright Infringement Policies
Campus Safety and Security	<ul style="list-style-type: none"> • Annual Fire Safety Report and Fire Log • Annual Security Report, including crime statistics, timely warnings and emergency notification, crime log, and emergency response and evaluation procedures • Missing Persons Policy • Statement of policy addressing programs to prevent dating violence, domestic violence, sexual assault, or stalking, and information about disciplinary procedures and actions 	Consumer Information web site Annual Security and Fire Safety Report Annual Notice: Fire Safety and Security Reports Annual Notice: Safety and Security Exercises Sexual Harassment and Sexual Misconduct Policy and Resources
Student Athletics and Equity in Athletics	<ul style="list-style-type: none"> • By July 1 of each year, a report that describes student data, including data about students who received athletically related aid. • Equity in Athletics Disclosure Act (EADA) Report 	Consumer Information web site EADA Report
Voter Registration	Good faith effort to distribute a mail voter registration form to each student enrolled in a degree program and physically in attendance.	Consumer Information web site RoyalsVote https://Vote.pa.gov
Constitution Day	Information pertaining to Constitution Day (September 17).	Annual Notice: Constitution Day Constitution Day Information
Graduate and Professional Education	Information about the types of graduation and professional education in which graduates of 4-year programs enroll.	Consumer Information web site Academic program web pages Office of Career Development
Accountability for Programs that Prepare Teachers	School reports and other information that describes teacher preparation. Includes: statement of approval, goals, pass rates, description of preparatory activities, etc).	Consumer Information web site PCPS web site Academic program web pages
Student Outcomes	<ul style="list-style-type: none"> • Licensure pass rates • Post-graduation graduate school enrollments and employment data 	Consumer Information web site Academic program web pages Office of Career Development
Consumer Information on College Navigator Web site	Institutions are required to post 26 items on this web site. The institution must provide the web site to students.	Consumer Information web site College Navigator